



# VILLAGE OF KEY BISCAINE

Department of Building, Zoning and Planning  
88 West McIntyre St., Suite 250 Key Biscayne, FL 33149  
Phone (305) 365-5512 Fax (305) 365-5556  
[www.keybiscayne.fl.gov](http://www.keybiscayne.fl.gov)

## PERMIT APPLICATION

(Application is two pages. Please fill out completely.)

Master Permit No. \_\_\_\_\_

Subsidiary Permit No. \_\_\_\_\_

### GENERAL INFORMATION

Job Address \_\_\_\_\_  
Folio \_\_\_\_\_ Description of Work \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_  
Subdivision \_\_\_\_\_ PB \_\_\_\_\_ PG \_\_\_\_\_  
Current use of Property \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Units \_\_\_\_\_ Floors \_\_\_\_\_  
Proposed use of Property \_\_\_\_\_ Value of Work \_\_\_\_\_ Bldg. Value \_\_\_\_\_  
Tenant Info \_\_\_\_\_ Tax Assessed/Appraised Value \_\_\_\_\_  
Mall Unit Number \_\_\_\_\_ Flood Zone \_\_\_\_\_ Base Flood Elev. \_\_\_\_\_

#### PERMIT TYPE

☐ Building  
☐ Electrical  
☐ Mechanical  
☐ Plumbing  
☐ LPGX  
☐ Other \_\_\_\_\_

#### PERMIT CHANGE

☐ Chg. Contractor  
☐ Renewal  
☐ Revision  
☐ Extension  
☐ Supplement  
☐ Re-inspection

#### CONTRACTOR INFORMATION

Contractor Lic. No. \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor Phone No. \_\_\_\_\_  
Contractor Email \_\_\_\_\_  
Qualifier Name \_\_\_\_\_

#### TYPE of IMPROVEMENT

☐ New Construction  
☐ Alteration Exterior  
☐ Alteration Interior  
☐ Relocation of Struct.  
☐ Foundation Only  
☐ Other \_\_\_\_\_  
☐ Enclosure  
☐ Repair  
☐ Demolish  
☐ Shell Only  
☐ Add'n. Attached  
☐ Add'n. Detached

#### OWNERSHIP

Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

#### ARCHITECT

Name \_\_\_\_\_  
License No. \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

#### ENGINEER

Name \_\_\_\_\_  
License No. \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

\*\*\*\*\*CONTINUED ON REVERSE SIDE\*\*\*\*\*

## NOTICES

1. **PERMIT CARD:** Do not begin any work unless a Building Permit is issued. Applying for a permit does not grant the right to begin construction. The Permit Card must be displayed on the property at all times.
2. **HOURS OF CONSTRUCTION:** Monday-Friday, 7:00 a.m. to 6:30 p.m. Construction cannot occur on Saturdays, Sundays, and the following Holidays if noise is heard in the adjacent property or apartment or condominium: New Year's Day, Martin Luther King, Jr., Birthday (the third Monday in January), Washington's Birthday (the third Monday in February), Memorial Day, Independence Day, Labor Day, Veteran's Day, Columbus Day, Thanksgiving Day, and Christmas Day. The use of heavy equipment for earth moving and compacting, concrete demolition, or pile driving is not permitted on Saturday, Sundays, or Holidays.
3. **CONSTRUCTION TRAILERS and SIGNS:** Trailers are prohibited on single and two family lots. Where permitted, trailer(s) require(s) permit. A 4 sq. ft. construction sign is permitted on private property set back 5 ft. from any property line.
4. **PORTABLE TOILETS:** Requires a separate permit and shall only be located on private property.
5. **SITE APPEARANCE:** All construction/demolition areas must be maintained in a clean, neat, and sanitary condition with sufficient on-site receptacles. Streets and neighboring property shall be kept free from dirt and debris. Protect swales from being damaged by equipment or vehicles. Equipment and materials shall not be stored overnight on the public right of way. New construction and substantial rehabilitation work requires a 42 in. plastic mesh fence or better around the entire site. Upon commencement of construction for a new home, substantial renovation of an existing home or the demolition of a home, a 42 in. plastic mesh fence or better shall be constructed. Upon the completion of the foundation, a 6 ft. chain link fence with mesh (controls dust) must be constructed no closer than 3 ft. to the pavement or adjacent to a sidewalk; whichever is applicable. The 6 ft. chain link fence may be removed and replaced with the 42 in. plastic mesh fence upon the installation of all of the drywall.
6. Do not discharge water into the right of way or storm drains without departmental approval. Dept. of Health and Rehabilitative Services (HRS) approval is required for applications involving septic tanks. Dept. of Environmental Resources Management (DERM) and/or Water and Sewer Department (WASD) approval is required for discharges into sewers.

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits are required for ELECTRICAL, PLUMBING, POOLS, MECHANICAL, WINDOW, FENCE, DRIVEWAY, ROOFING, and SIGNS and there may be additional permits required from other governmental agencies.

**WARNING TO OWNER:** Your failure to record a NOTICE OF COMMENCEMENT may result in you paying twice for improvements to your property. If you are spending more than \$2,500 or intend to obtain financing, you may wish to consult with your attorney or lender before recording your Notice of Commencement. This Notice of Commencement is recorded at 22 NW 1<sup>st</sup> Street, 9:00 a.m. to 4:00 p.m. (305-275-1155). Once recorded, the Notice of Commencement must be posted at the job site in accordance with section 713.35 of the Florida Statutes.

The OWNER of the property shall provide disclosure, to the Building Official, of any work at the property in the prior twelve months. Further, I am fully aware that if the cumulative cost of work to my home or business under this and any other permit equals or exceeds fifty percent (50%) of the REPLACEMENT COST of the structure, then the entire structure must conform to the current code requirements of the South Florida Building Code.

**OWNER'S AFFIDAVIT:** I certify that all of the foregoing information is accurate.

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

STATE OF FLORIDA, COUNTY OF MIAMI-DADE

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Qualifier

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Sworn to and Subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Signature Notary Public-State of Florida

\_\_\_\_\_  
Signature Notary Public-State of Florida

(SEAL):

(SEAL):

Personally known \_\_\_\_ OR, Produced Identification \_\_\_\_

Personally known \_\_\_\_ OR, Produced Identification \_\_\_\_

Type of ID Produced \_\_\_\_\_

Type of ID Produced \_\_\_\_\_



# VILLAGE OF KEY BISCAINE

Department of Building, Zoning and Planning

\*\*\* FOR OFFICE USE ONLY \*\*\*

<input type="checkbox"/> OWNER BUILDER FORM (Attach)	<input type="checkbox"/> PROOF OF OWNERSHIP (Attach)	<input type="checkbox"/> CONDO ASSOCIATION APPROVAL (Attach)
<input type="checkbox"/> FIRE DEPT. APPROVAL (Commercial/Multifamily)	<input type="checkbox"/> HRS/DERM APPROVAL (Septic/Sewer)	<input type="checkbox"/> BPR APPROVAL (Restaurants) DACS APPROVAL (Grocery)
<input type="checkbox"/> CONCURRENCY (New Construction)	<input type="checkbox"/> IMPACT FEE (New Construction)	<input type="checkbox"/> CONTRACTOR REGISTRATION (On File)
<input type="checkbox"/> SWIMMING POOL CERTIFICATION (Attach)	<input type="checkbox"/> OTHER _____ (Specify and Attach)	<input type="checkbox"/> OTHER _____ (Specify and Attach)

## PERMIT FEES:

Village of Key Biscayne: \$ \_\_\_\_\_

Threshold Inspection Fee: \$ \_\_\_\_\_  
(\$ .15/Sq .Ft. of F.A.R.)

Scanning Fee: (\$5.00/Sheet) \$ \_\_\_\_\_

Miami-Dade County: \$ \_\_\_\_\_  
(0.6 x Cost/1000)

Radon: (\$0.005/Sq. Ft.) \$ \_\_\_\_\_

Concurrency: \$ \_\_\_\_\_  
(0.06 x VKB Fee)

State D.C.A.: (\$ .005/SQ.FT.) \$ \_\_\_\_\_  
(If Adding New Sq. Footage)

Code Enforcement Fine: \$ \_\_\_\_\_

Permit Software Fee: \$ 6.00 \_\_\_\_\_  
(Flat Fee)

**TOTAL:** \$ \_\_\_\_\_

## ISSUING OFFICIAL:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*CONDITIONS OF APPROVAL\*\*\*

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## **CONTRACTOR REGISTRATION REQUIREMENTS:**

Before a Contractor can apply for a permit, the Contractor must first be registered with the Village of Key Biscayne. The Contractor is responsible for submitting copies of the following:

1. State of Florida Contractor's License or Registration.
2. County Contractor's License.
3. County Occupational License.
4. Municipal Occupational License.
5. Certification of General Liability Insurance (made out to: The Village of Key Biscayne) and Workman's Compensation or State issued letter/card of Workman's Compensation Exemption.

## **PERMIT PROCESSING CHECKLIST:**

The following is a list of forms and approvals which must be attached to the permit application (as required by the scope of work):

1. Contractor's registration – all Contractors must be registered with the Village of Key Biscayne before applying for a permit.
2. Condominium Association letter of approval for work to be applied for.
3. Owner-Builder form.
4. H.R.S. approval for septic tank permits.
5. Structural calculations
6. Energy calculations
7. Village of Key Biscayne Fire Department approval for all commercial construction.
8. DERM Sewer allocation approval. Concurrency fee.
9. Road and School Impact Fees for new construction.
10. Swimming Pool Certification form.
11. Current Survey of Property.

## ***BUSINESS HOURS & PHONE NUMBERS***

### **PERMIT ACTIVITY/INFORMATION: 7:30 a.m. – 12:30 p.m., Monday – Thursday**

***No Activity on Friday***

### **WALK-THROUGH PERMITS/PLAN REVIEW: MONDAY THROUGH THURSDAY ONLY**

Structural	7:30 a.m. – 11:30 a.m.*	Eugenio M. Santiago, P.E., <i>Chief Building Official</i> ..... (305) 365-8902
Building	7:30 a.m. – 10:30 a.m.	Jose Garcell, <i>Building Inspector</i> ..... (305) 365-8941
		George Peon, <i>Building Inspector</i> ..... (305) 365-5508
Zoning	8:00 a.m. – 11:30 a.m.*	Bill Fehr, <i>Zoning Plan Reviewer</i> ..... (305) 365-5502
Electrical	7:30 a.m. – 10:30 a.m.	Enrique I. Guzman, <i>Electrical Inspector</i> ..... (305) 365-8943
Mechanical/Plumbing	7:30 a.m. – 10:30 a.m.	Cliff Lindgren, <i>Mechanical/ Plumbing Inspector</i> ..... (305) 365-8944

*\*Must be present by 11:00 a.m. - no more than 3 permits per qualifier.*

## **INSPECTION REQUESTS**

Inspection requests are accepted daily. Call (305) 365-5512 between the hours of 8:30 a.m. and 3:30 p.m.

One business day notice is required. Inspection is performed within two business days.

Building, Electrical, Mechanical and Plumbing inspections will occur between 9:30 a.m. and 2:00 p.m. Monday thru Friday.

Inspection requests also may be made on our website ([www.keybiscayne.fl.gov](http://www.keybiscayne.fl.gov)).

## **CODE ENFORCEMENT**

To report any suspected code violations or complaints, call Sergio Bonich, *Code Enforcement Officer*, at (305) 365-8917 (Office) or (305) 218-3209 (Cellular).

(BZP Permit Application Form Revised 10/2009)